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ABSTRACT

This guide was developed for young people who are employed or who are seeking employment. Written in an informal, easy-to-read style, it provides steps in obtaining employment and explains young people's rights and responsibilities as beginning employees. The contents provide information about social security requirements, work permits, wages, taxes, insurance, working hours, hazardous occupations, cooperative education, and work study. Sample work application and letter forms are also included along with a glossary of helpful terms. (NJ)

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THE YOUNG WORKER AND THE LAW:
A GUIDE FOR 14-18 YEAR OLDS

prepared by:

Sandra Davidson

through special arrangement
with the Department of Research
and Evaluation of the School
District of the City of Pontiac

THE SCHOOL DISTRICT OF THE CITY OF PONTIAC
350 WIDE TRACK DRIVE EAST
PONTIAC, MICHIGAN 48058

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Velma S. Brawner, Project Officer, Washington, D.C.

**

DOES Project Report Titles:

The Young Worker and the Law: a guide for 14-18 year olds.

Youth Employment Laws: a handbook for supervisors of young workers.

Did School Help Me Go to Work? Experiences of '72 Graduates.

Do Schools Prepare Good Workers? Views of Employers.

A Cost-Effective View of Vocational Education Programs.

**

DOES Project conducted and reported by the Research and Evaluation Department, School District of the City of Pontiac

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FORWARD

The preparation of students to become skilled, productive, and self-fulfilled workers is one of the schools' major functions. There is widespread concern among employers, labor organizations, and governmental agencies about the effectiveness of the schools' contribution to the skill preparation and work attitudes of young people. Such concern is not misplaced, for studies of the American work force indicate the strong presence of dissatisfaction, uncertainty, and hostility toward their jobs among American workers. In response to these evidences of unease about the role of work in the life of the nation, educational planners have given increasing attention to school programs which contribute to the work-readiness of youth.

The School District of the City of Pontiac, located in an industrial center and serving a working population, is very conscious of its responsibility to assist Pontiac students in making a successful transition from school to work. Recent years have seen substantial progress in our programs in career development, career education, and vocational education. We are proud of our progress, but we are aware that many of our students are not prepared sufficiently to cope with their uncertain vocational futures. The Decision-Oriented Evaluation System (DOES), a project funded under Part C, Vocational Education Act, and reported in part in this publication, has afforded the Pontiac schools an excellent opportunity to examine and evaluate portions of the district's programs in vocational education and work experience. The findings from the study will provide valuable information for school district planners and decision makers in determining future program directions. It is our sincere hope that the DOES report will be of assistance to other educators, as they examine their programs in vocational education.

Dana P. Whitmer

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This brochure is for you, if you are 14 to 18 years old, want to work, and are still in school. It was developed to tell you what your rights and responsibilities are under the law. Finding a job in today's job market is not easy, particularly if you are young, unskilled or have never worked before.

The purpose of this brochure is to provide you with information and answers for the following questions and concerns:

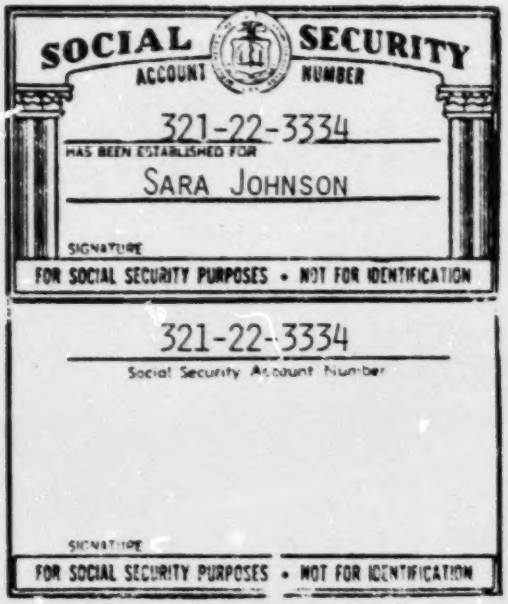
1. What about your social security card?
2. What is a work permit? Who needs a work permit? Where do you get one?
3. What kinds of jobs may you hold?
4. What are hazardous occupations?
5. How many hours are you allowed to work?
6. How much money must you be paid?
7. What is Cooperative Education? What is Work Study?
8. Can you fill out a job application form?
9. Can you write a job application letter?
10. Do you have the right answers?
11. Do you know the right words?

WHAT ABOUT YOUR SOCIAL SECURITY CARD?

Before you begin to work, you must have a social security card and number. You can get a social security card by going to your high school placement office, your local social security office, or your local post office and asking to fill out a social security application form. If you have trouble in reading or understanding the application form, be sure to ask someone to help you.

A sample social security card is shown below. This card belongs to Sara Johnson of Pontiac, Michigan. Her social security number is 321-22-3334. Each person is given his/her own number.

* * *



A sample application form for a social security card is shown below. You can practice filling it out.

* * *

ID CN DO 350

DO NOT WRITE IN THE ABOVE SPACE

APPLICATION FOR A SOCIAL SECURITY NUMBER

See Instructions on Back. Print in Black or Dark Blue Ink or Use Typewriter.

1 Print FULL NAME YOU WILL USE IN WORK OR BUSINESS (First Name) (Middle Name or Initial – If none, draw line ___) (Last Name)

2 Print FULL NAME GIVEN YOU AT BIRTH

3 PLACE OF BIRTH (City) (County if known) (State)

4 MOTHER'S FULL NAME AT HER BIRTH (Her maiden name)

5 FATHER'S FULL NAME (Regardless of whether living or dead)

6 YOUR DATE OF BIRTH (Month) (Day) (Year)

7 YOUR PRESENT AGE (Age on last birthday)

8 YOUR SEX ☐ MALE ☐ FEMALE

9 YOUR COLOR OR RACE ☐ WHITE ☐ NEGRO ☐ OTHER

10 HAVE YOU EVER BEFORE APPLIED FOR OR HAD A SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? ☐ NO ☐ DON'T KNOW ☐ YES (If "YES" Print STATE in which you applied and DATE you applied and SOCIAL SECURITY NUMBER if known)

11 YOUR MAILING ADDRESS (Number and Street, Apt. No., P.O. Box, or Rural Route) (City) (State) (Zip Code)

12 TODAY'S DATE

13 TELEPHONE NUMBER

14 NOTICE: Whoever, with intent to falsify his or someone else's true identity, willfully furnishes or causes to be furnished false information in applying for a social security number, is subject to a fine of not more than $1,000 or imprisonment for up to 1 year, or both.

Sign YOUR NAME HERE (Do Not Print)

TREASURY DEPARTMENT Internal Revenue Service
FORM SS-5 (3-79)

☐ RESCREEN ☐ ASSIGN ☐ DUP ISSUED

Return completed application to nearest SOCIAL SECURITY ADMINISTRATION OFFICE

WHAT IS A WORK PERMIT? WHO NEEDS A WORK PERMIT? WHERE DO YOU GET ONE?

If you are under eighteen, it is unlawful for you to be employed without a work permit (also called an age certificate).

Before you may get a work permit, you first should locate a job or obtain a promise of a job.

If you are offered a job, there are certain steps you must follow:

1. Go to your school's placement office or main office, and ask for an "Offer of Employment and Request for Working Permit" form.
2. Take this form to the person offering you the job and have him/her fill it out.
3. Once the person who is offering you the job fills out this form, it becomes a written promise of employment, showing the hours you will be working, and type of job you will have and what you will be paid for the job.
4. After the offer of employment form is filled out, return it to the placement office with a copy of your birth certificate, or driver's license as proof of your age.

A copy of an "Offer of Employment and Request for Working Permit" is shown below.

* * *

OFFER OF EMPLOYMENT AND REQUEST FOR WORKING PERMIT

(FROM ALL MINORS UNDER 18 YEARS EXCEPT THOSE 17 YEARS OF AGE OR OVER WHO HAVE COMPLETED THE REQUIREMENTS AND RECEIVED A VALID HIGH SCHOOL DIPLOMA)

Occupational Approval No. _____

In compliance with the Michigan Constitution and Laws, the employer agrees not to discriminate against any applicant or employee because of race, color or national origin.

WORKING PERMIT DEPARTMENT

_____ _____
NAME OF SCHOOL DISTRICT

_____
NAME OF EMPLOYER

_____ _____
ADDRESS OF EMPLOYER

If a working permit and age certificate is issued to:

_____

APPLICANT COMPLETE THIS SECTION AND RETURN THIS FORM WITH BIRTH CERTIFICATE OR OTHER LEGAL PROOF OF AGE TO THIS SCHOOL OFFICE.

Date of Birth _____ SEX _____

Place of Birth _____
CITY, TOWNSHIP OR COUNTY AND STATE

HEIGHT	WEIGHT	COLOR OF HAIR	COLOR OF EYES

F / G NAME OF FATHER OR GUARDIAN _____

MAIDEN NAME OF MOTHER _____

ADDRESS OF PARENT OR GUARDIAN _____

The above named employer agrees to employ said minor at $_____ per _____ (HOUR-DAY) to do the following work: _____ Hours of employment will be: _____

Our type of business is known as: _____
SUPERMARKET, PHARMACY, AUTOMOTIVE PARTS MFG., ETC.

BY _____ _____ _____ _____
TITLE PHONE NO. DATE

We will return the Working Permit to you within 5 days after the above leaves our employment.
(1) If employment is only part time such as, after school, Saturdays, and/or established vacation periods, please indicate that fact. Form 295

A copy of a "Working Permit and Age Certificate" is shown below.

* * *

WORKING PERMIT AND AGE CERTIFICATE (CA-6)
(FOR OUT-OF-SCHOOL YOUTH)

Name_____ Date_____ NEW RENEWAL

No._____ Occupational Approval No._____ City or Village_____ County_____

Address_____ Grade Completed_____

Birth Date_____ (Month Day Year) Age_____ Place of Birth_____ (State County Township or City)

TYPE OF EVIDENCE OF AGE ACCEPTED	SEX		COLOR OF HAIR	COLOR OF EYES

HEIGHT	WEIGHT
ft. in.	lbs.

Signature of Minor_____

Parent or Guardian_____ Address_____

THIS INFORMATION REQUIRED FOR PERSONS UNDER EIGHTEEN (18) YEARS OF AGE

Employer_____ Bus. Address_____

Industry_____ Occupation_____

THIS IS TO CERTIFY that the Minor whose description and signature appears above has personally appeared before me.

TO THE EMPLOYER: Permits issued to persons under eighteen years of age must be returned by employer to issuing office within five (5) days after termination of employment.

Signature of Issuing Officer_____

Address of Issuing Officer_____

Form 296

If you change jobs, you must get another work permit. Before the high school will issue you a work permit, it considers the following factors.

a) Age and physical condition of such minor to establish evidence of age (how old you are).

b) Attendance and standing in school work (many absences or poor grades).

c) Need for income from such employment for the support of either such minor or members of his immediate family (you or your family needs the money).

d) Standards of employment as established by the Commissioner of Labor, as hereinafter provided (the job is considered safe under State and Federal law).

WHAT KINDS OF JOBS MAY YOU HOLD? AT WHAT AGE?

It is important to remember when looking for a job that 95 percent of all jobs are open to teenagers.

If you are a young person under 18 and are looking for a job, read the following list to get an idea of the jobs which the law says are legal for you to hold:

EXAMPLES OF TYPES OF JOBS ROUTINELY APPROVED FOR MINORS:

Addressing-Stuffing Envelopes
Bakery-Pan Cleaner
Bus Boy or Girl (where liquor is not served)
Cafeteria-Floor and Counter Work
Camp-Counselor, etc.
Car Hop
*Car Washer-Waxer
Cashier
Clerk-Dime Store-Drug Store-Department Store-Dry Cleaning Retail Outlet-Bakery-Shoe Store-Women's Specialty Shops-Haberdashery-Grocery Store-Fruit Market-Flower Shops-Hardware Store-Gift Shops-Children's Specialty Shops-Candy Store-Electrical and Plumbing, etc.
Companion-Children, Older People
Concession Attendant
Commercial Artists-Helper
Delivery Boy-On Foot-Public Transportation only.
Florist, Nursery, and Greenhouse
Fountain Clerk
Gardening
*Gas Station Attendant
Gift Wrapper
Golf-Course Starter, Caddy
Grass Cutter (Hand equipment only)
Grocery Checker
Guide-Museums, Parks, etc.
General Office Work
Hand Trucker
Hospitals-Kitchen, preparing vegetables
Janitor Work
Ice Cream Vendor
Janitorial Jobs
Junior Clerk
Junior Recreation Instructor

*Minimum age is 16.

EXAMPLES OF TYPES OF JOBS FOR MINORS: (continued)

Junior Typist
Kitchen-Preparing Vegetables-Dishwasher
Landscape-Planting, Weeding
Library Work
Locker Room Attendant
Messenger (Male Only)
Mail Clerk
Newspaper Office-Copy Girl-Boy
Nurses' Aide
Nursery School Work
Office Boy or Girl
Office-Machine Operator-Posting Clerk
Order Filler
*Pin Setter
Pony-Ride Attendant
Playground Attendant
Porter, Used Car Lot
Photographer's Assistant
Skating Rink Attendant
Stenographer
Stock Boy
Swimming-Pool Attendant
Shipping-Receiving Clerk
Tennis Court Attendant
Tracer (Drafting)
Typist
*Usher-Theatre
Vendors-Athletic Events
Waitress
Wall Washer-Ground Level
Window-Trimmer-Ground Level

Fourteen is the minimum age of legal employment. If you are fourteen years old you may:

- work at most jobs in packing fresh fruits and vegetables.
- Model
- Work at radio and TV stations
- Work in an advertising agency
- Deliver newspapers to the consumer
- Caddy at a golf course
- Answer phones and take messages in a telephone answering service
- Dispense gas and oil and wash and polish cars at service stations
- Do office and clerical work

*Minimum age is 16.

In retail stores, you may:

- Run errands and do delivery work by foot, bicycle, or public transportation
- Sell, price mark, pack, and shelve merchandise
- Assemble orders
- Bag and carry out customers' orders
- Clean vegetables and fruits
- Do cleanup work
- Trim windows

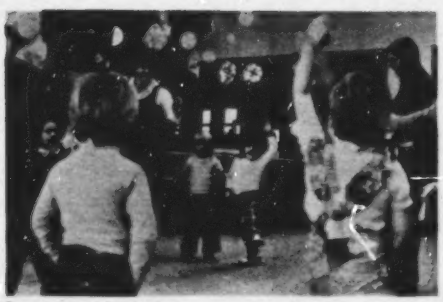
In food service establishments, you may:

- Prepare and serve food and beverages at lunch counters
- Wash dishes
- Do cleanup work
- Cook in snack bars, soda fountains, lunch counters, or cafeteria serving counters.

If you are 16 years old, you may work at most jobs in:

- Manufacturing and construction
- Insurance and real estate
- Local government
- Feed mills
- Ranches
- Grain elevators
- Wholesale houses
- Warehouses
- Retail stores
- Greenhouses and nurseries
- National parks
- Retail stores
- Retail lumberyards
- Canneries
- Laundries and dry cleaning plants
- Garages and auto repair shops
- Hospitals and nursing homes
- Hotels and motels
- Restaurants
- Radio and TV repair
- Dairies
- Photographic labs
- Public utilities
- Printing and publishing firms

If you are seventeen years old or older and have graduated from high school with a diploma, you may work at any job. You do not need a work permit.



Young workers holding approved jobs

Young workers holding approved jobs

9b.

WHAT ARE HAZARDOUS OCCUPATIONS?

There are some jobs the law considers too dangerous for minors under eighteen years of age. The following is a partial list of those types of jobs the law states are too hazardous for young people under eighteen:

1. All occupations in and around chemical plants, manufacturing explosives or dangerous chemicals, cement, paint or varnish.

   Except: - under approved conditions

2. Vehicle drivers.

   Except: - uhder approved conditions

3. All occupations in and around mines or quarries.

   Except: - approved work in offices or laboratories.

   - approved work surveying outside the mine.

4. All occupations in or in connection with sawmills or logging industry.

   Except: - approved work in offices.

   - approved work in timber cruising, surveying, or logging engineering parties.

   - approved work marking or tallying lumber in yards.

   - approved work involving cleanup in lumberyards.

   - approved clerical work in yards or shipping sheds, such as done by ordermen, tallymen, and shipping clerks.

5. Operating or tending woodworking machinery.

6. Setting up, adjusting, cleaning, or oiling machinery in motion.

7. Brazing, welding, soldering, heat treating.

8. Blast furnaces, foundries, ore reduction.

   Except: - certain approved operations.

9. Motion picture projectionists. (Prohibited by State law).

10. Sand blasting.

11. Females on GENERAL public messenger service. (Prohibited by State law.)

12. No minor under 18 years of age shall serve any liquor or entertain or work, either on a paid or voluntary basis, in that portion of the premises of an establishment wherein liquor is being served or consumed. (Prohibited by State law).

13. The outside erection and repair of electric light and power lines, installing or removing electric light and power meters, inside wiring.

   Except: - where approved for minors between sixteen and eighteen years as assistants to trained electricians or electrical engineers over 21 years of age.

14. All occupations that require operation of or helping on hazardous power-driven machinery.

15. Any occupation requiring lifting of more than 50 pounds for males 16 and 17 years of age, 35 pounds for males 14 and 15, and 35 pounds for females.

16. All occupations in or around construction jobs.

    Except: - where approved for minors between 16 and 18 years of age to work as assistants to trained craftsmen.

17. Occupations in laboratories that are deemed hazardous.

18. Employment of minors under 16 in garages.

19. Employment of minors under 16 in bowling alleys as pin setters.

20. All occupations involving slaughtering, butchering and meat cutting.

    Except: - approved occupations in retail establishments.

21. Certain occupations in and around transportation terminals.

22. Occupations requiring operating of elevators or other hoisting equipment.

    Except: - minors age 17 or over may operate automatic push button control elevators incidental to their work.

23. Street or road work where minors are exposed to moving traffic.

24. Occupations involving grinding, stone cutting, polishing, and buffing.

25. Occupations requiring painting, spray painting or dipping.

    Except: - certain approved painting occupations.

26. Occupations in the glass industry.

    Except: - certain approved occupations.

27. Occupations in the tanning industry.

    Except: - certain approved occupations.

28. Occupations where minor is exposed to dust, poisonous gases, lead fumes, or other health hazards.

29. Occupations where there is exposure to ionizing radiation including x-ray.

30. If you are under sixteen you cannot serve liquor.

The State law does not permit minors to lift more than:

...35 pounds (if you are 14 or 15).

...50 pounds (if you are 16 or 17).

...35 pounds (if you are a woman under 18).

Hazardous occupations requiring special approval

13a.

HOW MANY HOURS ARE YOU ALLOWED TO WORK?

If you are under eighteen years old and are still in school, the law suggests you may work and go to school for an average eight-hour day, six-day week. Altogether, you may work a maximum combined school and work-week of 48 hours.

LEGAL HOURS:

Fourteen and fifteen year olds may work:

- only OUTSIDE school hours.
- between 7 a.m. and 9 p.m. from June 1, through Labor Day. During the rest of the year, limits are 7 a.m. to 7 p.m.
- three hours a day on school days.
- eighteen hours a week in school weeks.
- eight hours a day during vacations.
- forty hours a week during vacations.

These hours do not apply to most farm jobs*; newspaper delivery to consumers; caddying; acting, performing, etc., on radio and TV.

Sixteen and seventeen year old minors may work between the hours of 6:00 a.m. and 10:30 p.m. Female minors in manufacturing establishments may work between 6:00 a.m. and 6:00 p.m.

MEALS AND REST PERIODS:

If you are under eighteen years old you are not permitte to work more than five hours without at least thirty minutes to eat and rest.

*Outside school hours applies to all farm jobs other than the for youths working for their parents on the home farm.

HOW MUCH MONEY MUST YOU BE PAID?

For most jobs, both Federal and State governments have established minimum wage laws (the lowest amount of money per hour you may be paid to do a job).

As of January 1st, 1976, the Federal minimum wage is $2.30, and the State of Michigan minimum wage is $2.20; $2.30 after January 1, 1977.

Michigan's minimum wage law does not cover you if you are under eighteen. However, if your employer is covered under the Federal Fair Labor Standards Act, you must be paid at least the Federal minimum wage.

It is important to remember that there are some types of jobs in the retail or service industries which have special minimum wage rates (less than $2.30). If, for any reason, you have a question about the amount of money you are being paid per hour to do a job, check with your school placement office or the local U.S. Department of Labor office:

35-37 Huron Street
Room G-9
Federal Building
Pontiac, Michigan 48058
Telephone: 332-3716

-or-

State of Michigan
Department of Labor
Bureau of Safety and Regulations
300 East Michigan Ave.
Lansing, Michigan 48713
Telephone: (517) 373-3570

WHAT IS COOPERATIVE EDUCATION?

Cooperative Occupational Training (Co-op) provides you with the opportunity to learn on the job as well as in the classroom. By working part of the school day (under competent supervision) you can learn practical job skills and knowledge. These experiences must be planned and supervised by the school and employers, so that each contributes to your education and employability.

1. To be a co-op student you should be at least sixteen years old.

2. If you are a co-op student you must work in occupations or jobs for which training is necessary.

3. The conditions co-op students work under must conform to Federal, State and local laws.

4. Co-op students must be employed for at least fifteen (15) hours per week.

5. Co-op students must be paid as much as other part-time employees.

6. Co-op students must be paid at least the Federal minimum wage.

7. Co-op students must attend at least one class in their schools each day, which is related to their job.

Areas of co-op training are:

1. Food Service Occupations.
2. Health Occupations.
3. Home Economics Occupations
4. Office Occupations.
5. Retailing Occupations.
6. Trade and Industrial Occupations.

Co-op training will help you:

...gain practical experience in an occupation.

...develope the ability to get-along with people.

...establish job references.

...develop the proper attitudes and skills needed in the world of work.

...earn while you learn.

...develop a sense of self-reliance and confidence.

...gain greater assurance of full-time employment in your chosen field.

...gain training on real jobs under real conditions.

You are eligible for co-op if you:

...are sixteen.

...have a satisfactory school record.

...have a good attendance record.

...obtain the approval of your parents.

...are approved by your Co-op Coordinator.

...are currently in a vocational program.

To apply for co-op you should:

...secure a co-op application blank from a coordinator, your school placement office, or your counselor.

...complete the application and return it to the appropriate coordinator.

...submit an application before the end of your junior year.

What is a Co-op Coordinator?

The school co-op coordinator is a regular member of the high school staff. It is the responsibility of the school coordinator to stay in contact with you and with all the people you must deal with in your job and in your school program, including your employer, the school principal, and your teachers and counselors.

What are the Responsibilities of the School?

The school agrees to work closely with the employer to solve any problems you may have on the job. The school agrees to provide you with classes which will help in your job.

Do Co-op Students Receive School Credit?

Yes. Co-op students receive high school credit. Because you work during the school day, you remain under the direct supervision of the school and receive credit for satisfactory work.

What is a Training Plan?

A plan is worked out between your school's co-op

coordinator and your employer to guide your on-the-job activities. The training plan is designed to establish what you need to learn on the job and which school subjects you need to take. *(See the following page for a copy of a Training Agreement).*

What are the Responsibilities of the Employer?

Your employer must work out a plan of work for you with your school co-op coordinator. Your employer must report (report card) your progress back to your school co-op coordinator once each marking period. Your employer is responsible for maintaining approved State and Federal safety standards.

Form No. 101

MICHIGAN COOPERATIVE OCCUPATIONAL TRAINING PROGRAM
TRAINING AGREEMENT

HIGH SCHOOL _____ STUDENT _____

CITY _____ STREET _____

IN COOPERATION WITH CITY _____ TEL. NO. _____ ZC _____

EMPLOYER _____ S. S. NO. _____

STREET _____ GRADE _____ AGE _____ SEX: M F

CITY _____ TEL. NO. _____ DATE OF BIRTH _____

JOB TITLE _____ RATE OF PAY _____ DEVIATION YES NO

HOURS WORK PER DAY _____ DAILY TIME SCHEDULE: FROM _____ TO _____

DATE EMPLOYMENT BEGINS _____ EXPECTED COMPLETION DATE _____

JOB ACTIVITIES	HOURS	RELATED INSTRUCTION	
		1st Semester	2nd Semester
		3rd Semester	4th Semester

Some Responsibilities of Program Participants:

1. *Trainee will abide by the regulations and policies of his employer and the school.*
2. *The employer assumes the responsibility of providing the trainee with the broadest occupational experience in keeping with the job activities listed above.*
3. *The coordinator will arrange for in-school related instruction, consultation, and advisory service to parties concerned with this training program.*
4. *The employment of the trainee shall conform to all federal, state, local laws and regulations, including non-discrimination against any applicant or employee because of race, color, or national origin.*

Signature of Persons Approving This Learner Program:

Student _____ Parent _____

Employer _____ Date _____

School Official _____ Date _____

THIS TRAINING PROGRAM SHALL NOT BE INTERRUPTED WITHOUT PRIOR CONSULTATION BETWEEN THE TRAINEE, EMPLOYER, AND COORDINATOR.

WHAT IS WORK STUDY?

To be in a Work Study program you must be able to prove that you or your family are in need of money.

To be in a Work Study program you should be at least 15 years old. You can only work for a non-profit organization such as a school or the city, in a Work Study program.

If you are in a Work Study Program, you may earn between $45.00 and $60.00 per month and may work only outside of school hours.

What is Work Experience?

Work Experience is a program similar to Co-op. You are given credit for working on a job. You don't have to be in a vocational program to be in a Work Experience program.

CAN YOU FILL OUT A JOB APPLICATION FORM?

Most jobs require that you fill out a job application form. Remember, a written application is your chance to sell yourself on paper. You will find a copy of a job application form on the next page. Fill it out. Be careful, complete, and neat in filling in your answers. Take the completed form with you when you apply for a job. Use it as a guide in filling out a real job application form.

PERSONAL DATA ——

Social Security No. _____

Age _____ Sex _____
Date of birth _____
Place of birth _____

Single ☐ Engaged ☐
Married ☐ Widowed ☐
Divorced ☐ Separated ☐

1. Full name _____ Phone _____
Address _____
2. How long at this address? _____
3. Dependents: Children (number and ages) _____
4. Others _____

Times Married _____ 5. Do you own your home? _____ Rent? _____ Board? _____ Live with parents? _____

6. If married, occupation and place of employment of (wife/husband)

_____

7. Do you want permanent or temporary work? _____ If temporary, how long? _____

8. Salary expected _____ 9. What kind of work do you think you can do best? _____

_____ 10. What is your hobby? _____

11. Selective Service Classification _____ 12. U. S. Military experience: From _____ to _____

Branch _____ Rate or rank—Beginning _____ Discharge _____ Any military obligation? _____

If so, explain _____

13. Are you a citizen of the United States of America? _____

14. Height _____ ft. _____ ins. Weight _____ lbs. 15. What physical impairments do you have? _____

_____

16. What serious illnesses have you had? _____

_____

17. Have you ever been treated for a mental or nervous disorder? _____ If yes, explain _____

_____

18. Have you ever been arrested for any reason other than a traffic violation? _____ If yes, explain _____

_____

19. PERSONAL REFERENCES —— Do not list former employers or relatives.

NAME	ADDRESS	PHONE	OCCUPATION

20. EDUCATIONAL DATA ——

	NAME OF SCHOOL	LOCATION	DATE ATTENDED FROM — TO	DID YOU GRADUATE?	DEGREE OR AREA OF SPECIALIZATION
ELEMENTARY					
HIGH SCHOOL					
COLLEGE					
MILITARY OR TRADE SCHOOL, BUSINESS SCHOOL OR OTHER SPECIALIZED TRAINING					

CIRCLE HIGHEST SCHOOL GRADE COMPLETED BELOW 5 6 7 8 9 10 11 12 OR ABOVE

21. What machines, equipment, power tools, and hand tools have you operated?

22. Are you a member of a trade union? Yes No If yes, give name and number.

(Name of Union) (Local Number) (Union Card Number)

EMPLOYMENT DATA — Give complete employment record for the past 10 years, starting with present or last employer. Use extra sheet of paper if necessary.

	DATES FROM — TO	NAME OF EMPLOYER	ADDRESS	IMMEDIATE SUPERVISOR	POSITION HELD	RATE OF PAY	REASON FOR LEAVING
23.							
24.							
25.							
26.							
27.							
28.							

29. If you are presently employed, may we refer to your employer? ..... 30. Could you keep your present position indefinitely? ..... 31. Why do you want to leave? .....

32. Have you ever been bonded? ..... 33. Ever refused bond? ..... If so, explain .....

34. Do you have a car? ..... 35. Make and year ..... 36. Do you have a valid driver's license? .....

37. Give your driver's license number. ..... 38. Which state? ..... 39. Operator's ☐ Commercial ☐ Chauffeur's ☐

40. Typing speed ..... w.p.m. Manual ☐ Electric ☐ 41. Do you use a dictating machine? ..... What make? .....

42. What other office machines can you operate? .....

43. Are you willing to be examined now by our male physician at our expense and regularly once a year in our employ? .....

44. ANSWER THE FOLLOWING 3 QUESTIONS if this application is for a position as shipping clerk, truck driver, or similar kind of job.

a. Have you ever had, or do you now have, a hernia? .....

b. Have you ever had, or do you now have, a back complaint or back injury? .....

c. Have you ever received benefits for an on-the-job injury? ..... If so, how many times? .....

Nature of injuries? .....

In submitting this application for employment I authorize investigation of all statements contained in it, and it is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or for separation from the company's service if I have been employed.

DATE USUAL SIGNATURE

CAN YOU WRITE A JOB APPLICATION LETTER

Sometimes the only way you can get information about a job is to write a letter of application. A sample application letter is shown below:

Here is a sample application letter that Lois Solis wrote in answer to the following newspaper ad:

> **Nurse's Aide. Over 16 . For new convalescent hospital. Must have own transportation. Prefer trained and experienced person. To apply, write: Box 276, this paper.**

1073 S. 27th St.
San Jose, Calif. 95103
October 7, 1968

Box 276
San Jose Daily News
40 East 4th Street
San Jose, Calif. 95103

Dear Sir:

Today's Daily News listed your ad for a nurse's aide to work in a convalescent hospital. I would like to apply for this job.

I am 17 years old, single, and in good health. I can furnish character references and letters of recommendation.

I would appreciate an interview to discuss in greater detail my job qualifications. You may reach me by mail at, 1073 S. 27th St., San Jose, Calif., 95103. My phone number is 332-1144.

I hope that you will give my application careful consideration and that I will hear from you soon.

Sincerely,

Lois Solis

TAXES:

When you receive your first paycheck, you will not receive all the money you have earned.

There are Federal, State and sometimes City laws, which require an employer to withhold a portion of your earnings for taxes.

All persons must pay Federal income taxes. The amount of tax is based on the amount of income which you have earned.

When you start to work, you will be given an "Employees Withholding Exemption Certificate", commonly known as a "W-4", to fill out. This certificate will tell your employer how much of your earnings must be withheld for income taxes.

Shown below is a copy of the front and back sides of the Employer's Withholding Exemption Certificate (Form W-4) that you will fill out for your employer. Read the form carefully and supply the information requested. Ask your instructor for help if you do not understand the form.

FORM W-4 (Rev. Jan. 1967)
U.S. Treasury Department
Internal Revenue Service

EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

Type or print full name _____ Social Security Number _____

Home address _____ City _____ State _____ ZIP code _____

EMPLOYEE:
File this form with your employer. Otherwise, he must withhold U.S. income tax from your wages without exemption.

EMPLOYER:
Keep this certificate with your records. If the employee is believed to have claimed too many exemptions, the District Director should be so advised.

HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS

1. If SINGLE (or if married and wish withholding as single person), write "1." If you claim no exemptions, write "0" . . . _____
2. If MARRIED, one exemption each is allowable for husband and wife if not claimed on another certificate.
   (a) If you claim both of these exemptions, write "2"; (b) If you claim one of these exemptions, write "1"; (c) If you claim neither of these exemptions, write "0" . . . . . _____
3. Exemptions for age and blindness (applicable only to you and your wife but not to dependents):
   (a) If you or your wife will be 65 years of age or older at the end of the year, and you claim this exemption, write "1"; if both will be 65 or older, and you claim both of these exemptions, write "2" . . . . . _____
   (b) If you or your wife are blind, and you claim this exemption, write "1"; if both are blind, and you claim both of these exemptions, write "2" . . . . . _____
4. If you claim exemptions for one or more dependents, write the number of such exemptions. (Do not claim exemption for a dependent unless you are qualified under Instruction 4 on other side.) . . . . . _____
5. If you claim additional withholding allowances for itemized deductions fill out and attach Schedule A (Form W-4), and enter the number of allowances claimed (if claimed file new Form W-4 each year) . . . .
6. Add the exemptions and allowances (if any) which you have claimed above and write total . . . . . [ ]
7. Additional withholding per pay period under agreement with employer. (See Instruction 1.) . . . . . $

I CERTIFY that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled. 648—10—75061-1

(Date) _____, 19____ (Signed) _____

Front Side

1. NUMBER OF EXEMPTIONS.—Do not claim more than the correct number of exemptions. However, if you expect to owe more income tax than will be withheld, a smaller number of exemptions may be claimed or you may enter into an agreement with your employer to have additional amounts withheld. Note this if you have more than one employer, or if both husband and wife are employed.

2. ITEMIZED DEDUCTIONS.—See Schedule A (Form W-4) for instructions on claiming additional allowances based on large itemized deductions.

3. CHANGES IN EXEMPTIONS.—You may file a new certificate at any time if the number of your exemptions INCREASES.

You must file a new certificate within 10 days if the number of exemptions previously claimed by you DECREASES because:

(a) Your wife (or husband) for whom you have been claiming exemption is divorced or legally separated, or claims her (or his) own exemption on a separate certificate.

(b) The support of a dependent for whom you claimed exemption is taken over by someone else, so that you no longer expect to furnish more than half the support for the year.

(c) You find that a dependent for whom you claimed exemption will receive $600 or more of income of his own during the year (except your child who is a student or who is under 19 years of age).

The death of a wife or a dependent, does not affect your withholding until the next year, but requires the filing of a new certificate. If possible, file a new certificate by December 1 of the year in which the death occurs.

For further information consult your local District Director of Internal Revenue or your employer.

4. DEPENDENTS.—To qualify as your dependent (line 4 on other side), a person (a) must receive more than one-half of his or her support from you for the year, and (b) must have less than $600 gross income during the year (except your child who is a student or who is under 19 years of age), and (c) must not be claimed as an exemption by such person's husband or wife, and (d) must be a citizen or resident of the United States or a resident of Canada, Mexico, the Republic of Panama or the Canal Zone (this does not apply to an alien child legally adopted by and living with a United States citizen abroad), and (e) must (1) have your home as his principal residence and be a member of your household for the entire year, or (2) be related to you as follows:

Your son or daughter (including legally adopted children), grandchild, stepson, stepdaughter, son-in-law, or daughter-in-law;
Your father, mother, grandparent, stepfather, stepmother, father-in-law, or mother-in-law;
Your brother, sister, stephrother, stepsister, half brother, half sister, brother-in-law, or sister-in-law;
Your uncle, aunt, nephew, or niece (but only if related by blood).

5. PENALTIES.—Penalties are imposed for willfully supplying false information or willful failure to supply information which would reduce the withholding exemptions.

U.S. GOVERNMENT PRINTING OFFICE 648—10—75061-1

Back Side

Insurance:

Many companies offer their employees a chance to enroll in group life or medical insurance. You may get a job at a place that offers this insurance. If so, you will probably be asked to fill out an insurance form like the one given below. Read the form and notice the information needed on the form.

* * *

Complete the following insurance enrollment form. Print your information neatly and accurately.

GROUP INSURANCE ENROLLMENT CARD

LAST NAME OF APPLICANT	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY NUMBER

☐ MALE ☐ FEMALE	☐ SINGLE ☐ MARRIED	☐ ACTIVE ☐ RETIRED	DATE OF BIRTH MO | DAY | YR	DATE OF EMPLOYMENT MO | DAY | YR	EFFECTIVE DATE MO | DAY | YR

NAME OF EMPLOYER (MASTER POLICYHOLDER)	STATE OF RESIDENCE

OCCUPATION OR JOB TITLE	THIS APPLICATION IS FOR ☐ MYSELF ONLY ☐ MYSELF AND MY DEPENDENTS	TOTAL NUMBER OF ELIGIBLE DEPENDENT CHILDREN ☐

IF APPLICATION INCLUDES WIFE OR HUSBAND — FIRST NAME OF SPOUSE	MIDDLE INITIAL	SPOUSE DATE OF BIRTH MO | DAY | YR	INSURANCE BENEFIT CLASS

LAST NAME OF BENEFICIARY	FIRST NAME	MIDDLE INITIAL	RELATIONSHIP TO APPLICANT

I HEREBY AUTHORIZE MY EMPLOYER TO MAKE THE NECESSARY PAYROLL DEDUCTION, IF ANY IS REQUIRED

DATE OF APPLICATION	SIGNATURE OF APPLICANT

FOR INSURANCE COMPANY USE

DO YOU HAVE THE RIGHT ANSWERS?

We did not attempt to tell you everything you need to know to get a job in this brochure. We only told you about the kinds of things which directly concern you, the law, your school, and your job.

You should be able to answer the following questions "yes", before you look for a job:

1.	Do you have a social security card?	Yes	No
2.	Do you have a copy of your birth certificate?	Yes	No
3.	Have you talked to a counselor about your job skills and abilities?	Yes	No
4.	Have you taken a "self-inventory" to determine if you have any special skills. For example, typing, sewing, short order cook, etc.?	Yes	No
5.	Have you checked with a counselor to discuss whether or not personal appearance and attitudes will make a good impression on employers?	Yes	No
6.	Have you filled out a personal information sheet?	Yes	No
7.	Do you know where to look for job information?	Yes	No
8.	Do you know how to write a job application letter?	Yes	No
9.	Have you ever filled out a job application form?	Yes	No
10.	Have you ever been interviewed for a job?	Yes	No
11.	Have you ever taken a vocational aptitude test?	Yes	No
12.	Have you ever taken a vocational interest inventory?	Yes	No

13. Do you know the difference between gross pay and net pay? Yes No

14. Do you know what kinds of deductions are taken out of your paycheck? Yes No

If you do not understand what any of these questions mean or cannot answer yes to any of them, you should talk to your school counselor or placement coordinator.

WHAT WORDS DO YOU NEED TO KNOW?

advancement- going forward; improvement; promotion.

agency- a business or an office of a person or company that acts for someone else. ***Example: employment agency.***

agreement- an exchange of promises or a written record of mutual understanding; being of the same opinion.

appliance- a device for a particular purpose, usually operated by hand or by mechanical or electrical means. ***Example: Washing machine***

applicant- a person who applies for something, as a job applicant.

application- a request made personally or in writing, as an application for a job.

appointment- an agreement to meet at a fixed time.

asset- anything of value that is owned by or belongs to a person, business, or organization.

base pay- wages before overtime or deductions are figured.

behavior- the way a person acts or conducts himself.

category- a class; a variety; a particular kind.

certificate- a statement written and signed, that is considered a statement of truth by the law.

civil service jobs- jobs in different branches of public service. Applicants must take competitive tests to qualify for civil service positions.

commission- money paid to a person for selling something.

conditions- the state of affairs or circumstances. ***Example: the working conditions of a job.***

conflict- a fight; battle; struggle; failure to agree.

contact- a social or business connection.

contract- a legal agreement between two or more people to do something.

convicted- found guilty of a crime.

coworker- someone who works with another employee.

current rate- the present amount.

custodian- a person who takes care of something.

data- facts and information about something.

dealer- a person who makes a business of buying and selling.

deduction- something to be taken away or subtracted, as from wages.

dependent- a person who relies upon another for support.

detail- a small part; an item; explaining fully.

directory- a book containing the names and addresses of people in a place.

efficiency- the ability to do things well in the least amount of time.

eligible- legally qualified.

emergency- an unexpected happening or condition calling for prompt action.

employee benefits- anything that contributes to the well-being of employees, such as health and retirement plans, rest periods, vacations, sick leave, and good wages.

exempt- excused or freed from some requirement.

felony- a serious crime.

free enterprise- business that is not controlled by any power outside itself.

fringe benefits- benefits that add to the cash wages that are paid to an employee.

Garnishee- the act of seizing wages by legal procedure, usually for the purpose of paying creditors.

general intelligence- the ability to deal with new situations.

good risk- without fear of loss or danger.

gross pay- total pay before taxes and other deductions are withheld.

group insurance- insurance which covers individuals in a group of employees or persons.

hazardous- dangerous or full of risk.

hiring process- the procedure of selecting applicants for jobs.

income tax- a tax on a person's income or wages.

industrial- having to do with industries.

intelligence test- a test that estimates mental capacity.

interview- a face-to-face meeting with someone for the purpose of talking or consulting.

inventory- a list of assets or valuables with their estimated worth.

itemized deductions- a listing of items or amounts that are taken away, as deductions from your paycheck.

job opening- a chance to get a job; an opportunity for work.

job source- a place where a job is available.

job title- the name given to a particular job or position.

judgement- the power of deciding wisely.

labor union- an organization created for the purpose of advancing the interest of its members.

law- rules made by the government.

legal- established by the law and conforming to the law.

manual dexterity- ability to operate skillfully with one's hands.

marital status- relating to marriage; possible conditions; single, married, divorced, widowed.

maximum- the greatest amount possible.

minimum wages- the lowest wage, as set by law, that can be paid to an employee for the job he performs

minor- under legal age.

net pay- an employee's pay after every deduction has been withheld.

occupation- a business or vocation.

passing score- an acceptable grade, as on a test.

performance- the act of carrying out an action or job duty.

policy- a plan or standard course of action.

profession- an occupation that requires special education.

qualifications- any special skill, knowledge, or ability that fits a person for a certain job.

recommendation- a statement of praise for someone or something.

reference- a written statement about someone's character or ability.

register- to enroll; to enter one's name in a list.

reliable- fit to be trusted or relied upon; dependable.

resumé- a summary or statement of one's education, work experience, and personal references; an inventory submitted to an employer to tell him what you have to offer for a particular job.

route man- an employee whose job takes him on a specified route to perform his job; delivery man.

sick leave- an employee benefit; time off from work with pay for illness.

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social security- a federal program that permits an employee and his employer to contribute to a fund that provides cash payments as aid to an employee after he retires or to his family when he dies. A sum taken out of the employee's paycheck each payday and sent to the Social Security Administration along with the employer's equal contribution.

split shift- a schedule of divided working hours.

standard- a measure or model used to determine value, correctness, or usefulness of other items.

survey- to look at or to consider; a complete study of something.

tax return- the record of income tax information filed with the Internal Revenue Service every year.

temporary- not permanent; for a limited time only.

unions- for some jobs you must belong to a union before employment or at the time of employment. For other jobs you are required to join a union after 90 days.

union card- a card that identifies a person as a paid up member of a specified labor or trade union.

union dues- money deducted from your pay and turned over to the union.

violation- an act of breaking a law or creating a disturbance.

vocational- referring to a vocation, trade, profession, or occupation.

withholding exemption certificate- a standard federal form (W-4) on which an employee lists the tax exemptions that he is entitled to.

work load- the amount of work to be performed on a certain job.

workman's compensation- a sum of money (compensation) given to an employee for injury or occupational disease which happened in connection with his job.

REFERENCE MATERIAL:

1. *From the Michigan Department of Education,* Vocational Education and Career Development Service, P.O. Box 928, Lansing, Michigan 48904.

   a) Employment of minors in Michigan-Bulletin No. L-51 (Digest of Laws).

   b) Employer's Application for Approval to Employ Minors - Form No. L-52.

   c) Federal Bulletin No. 101 (available in single copies).

2. *From the U.S. Department of Labor,* 219 Dearborn Street, Chicago, Illinois 60604.

   a) Child-Labor Provisions of the Fair Labor Standards Act (Child-Labor Bulletin No. 101).

   b) Employment of Student-learners (Regulations Part 520). Pursuant to Section 14 of the Fair Labor Standards Act of 1938, as amended.

   c) Handy Reference-Reference Guide to the Fair Labor Standards Act (Federal Wage-Hour Law WHPC 1150).

   d) Agriculture and the Child Labor Requirements-Child Labor Bulletin No. 102 Revised).

   e) Wage Deviation Forms to Obtain approval of less than $1.60 per hour for cooperative education trainees.

3. *From the Michigan Department of Labor,* 300 East Michigan Avenue, Lansing, Michigan 48926.

   a) Labor News.

   b) Michigan Minimum Wage Laws, Form L-92.

   c) Employer's Application for approval number to Employ Minors - Form No. L-52.

4. *From the American National Standards Institute, Inc.,* 1430 Broadway, New York, N.Y. 10018.

   a) Eye Protection Devices - Standard Z87.1-1968.